Environment Online

Reference Guide – Prepare additional information, including the Environmental Review Document (ERD)

21 November 2023

Version 1

Government of Western Australia
Department of Water and Environmental Regulation

Prerequisites

An Environmental Review Document (ERD) is a report on the environmental review submitted to the EPA for assessment to meet the requirements of s.40(2)(b) of the EP Act. Environment Online can be used to prepare and submit the ERD. Environment Online can also be used to provide supplementary reports and information with a referral.

An ERD is included in an application for assessment. If you have not submitted an application to the EPA for assessment, refer to the **Submit an application in Environment Online** process. The following process should also be used to prepare additional information, including an ERD, as part of the assessment process.

The process can also be used to review and build on the information submitted in the referral application when requested to do so. Note that in this scenario, the ERD will not appear as a task on the Application dashboard, rather it will be initiated through a Request for Information (please refer to the **Respond to Request for Information (proponent)** process).

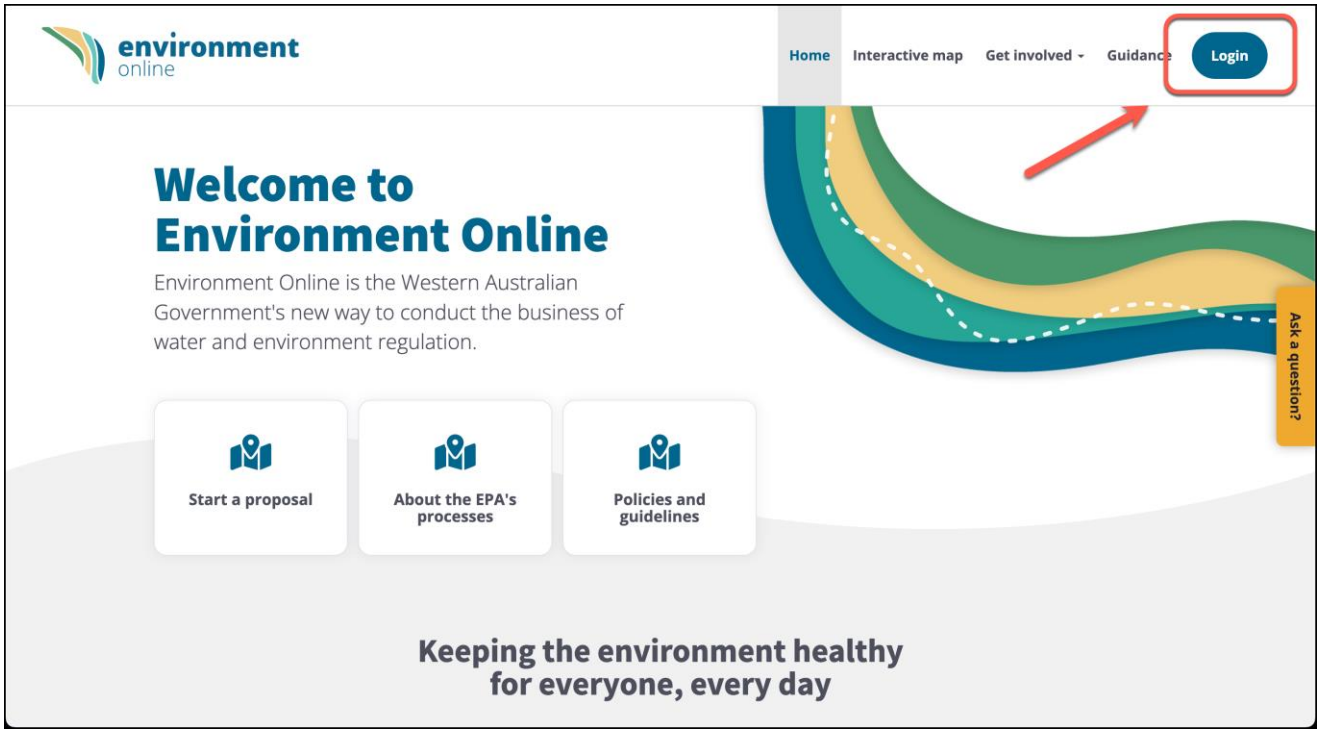
To create, review, or update an ERD in the Environment Online portal, you must be a registered individual or entity.

If you are unsure what information is required, consult the knowledge database, or request a pre-application meeting. Both options are available within the Environment Online portal.

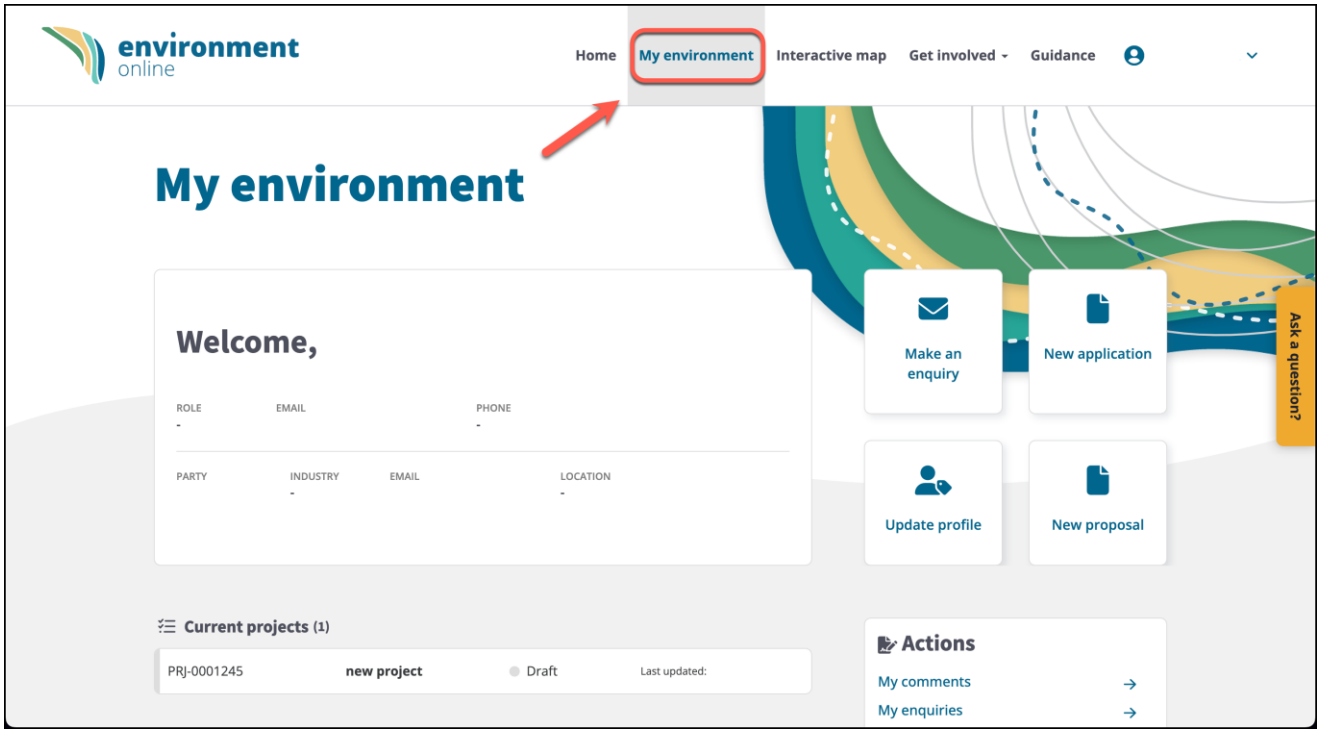
You must be logged in to the Environment Online portal to create an application.

Provide additional information

1. Log in to the **Environment Online Portal**

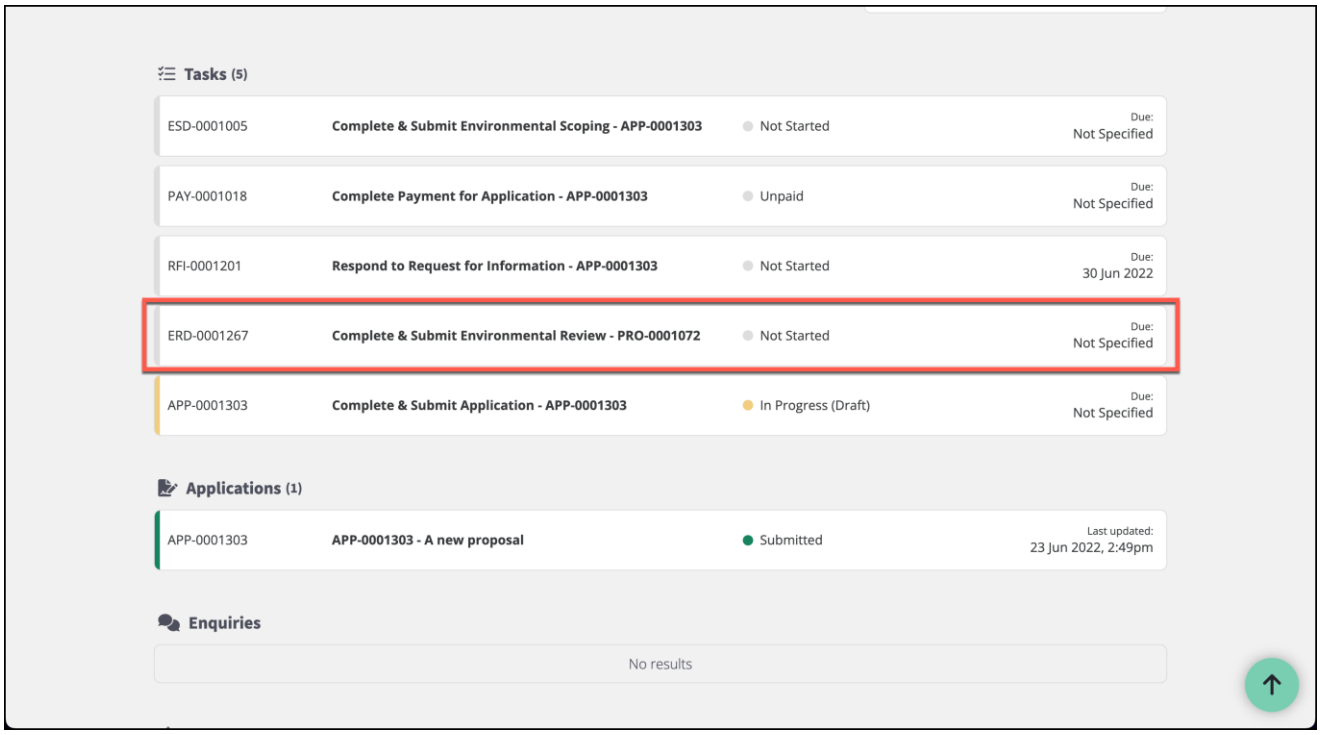


2. Navigate to **My Environment** to view your current applications

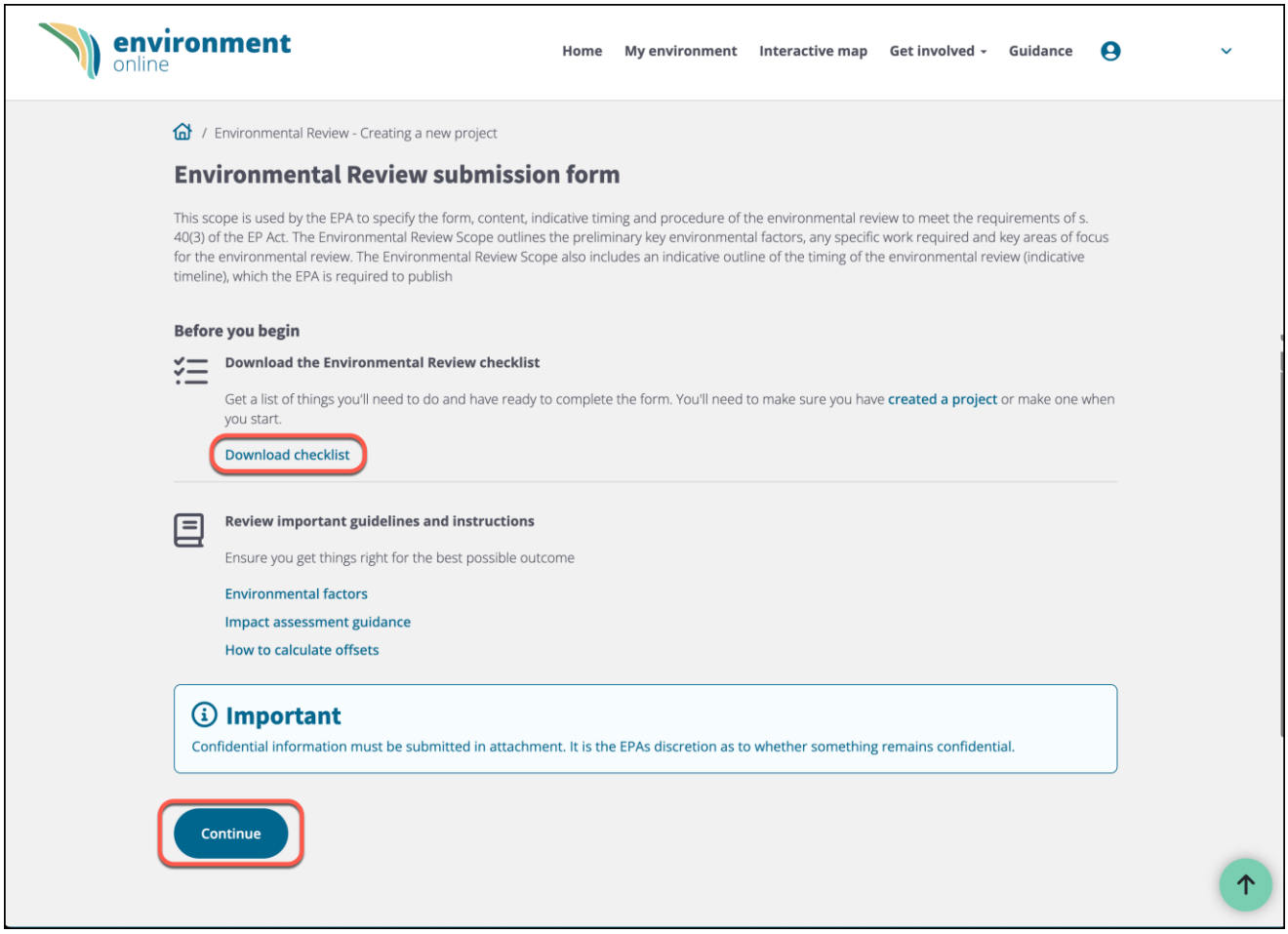


3. Scroll down to the **Tasks** list, then select the **Complete & Submit Environmental Review** task

   Note: If you are responding to a Request for information, the ERD will not appear as a task on the Application dashboard. Please refer to the **Respond to request for information (proponent)** process.

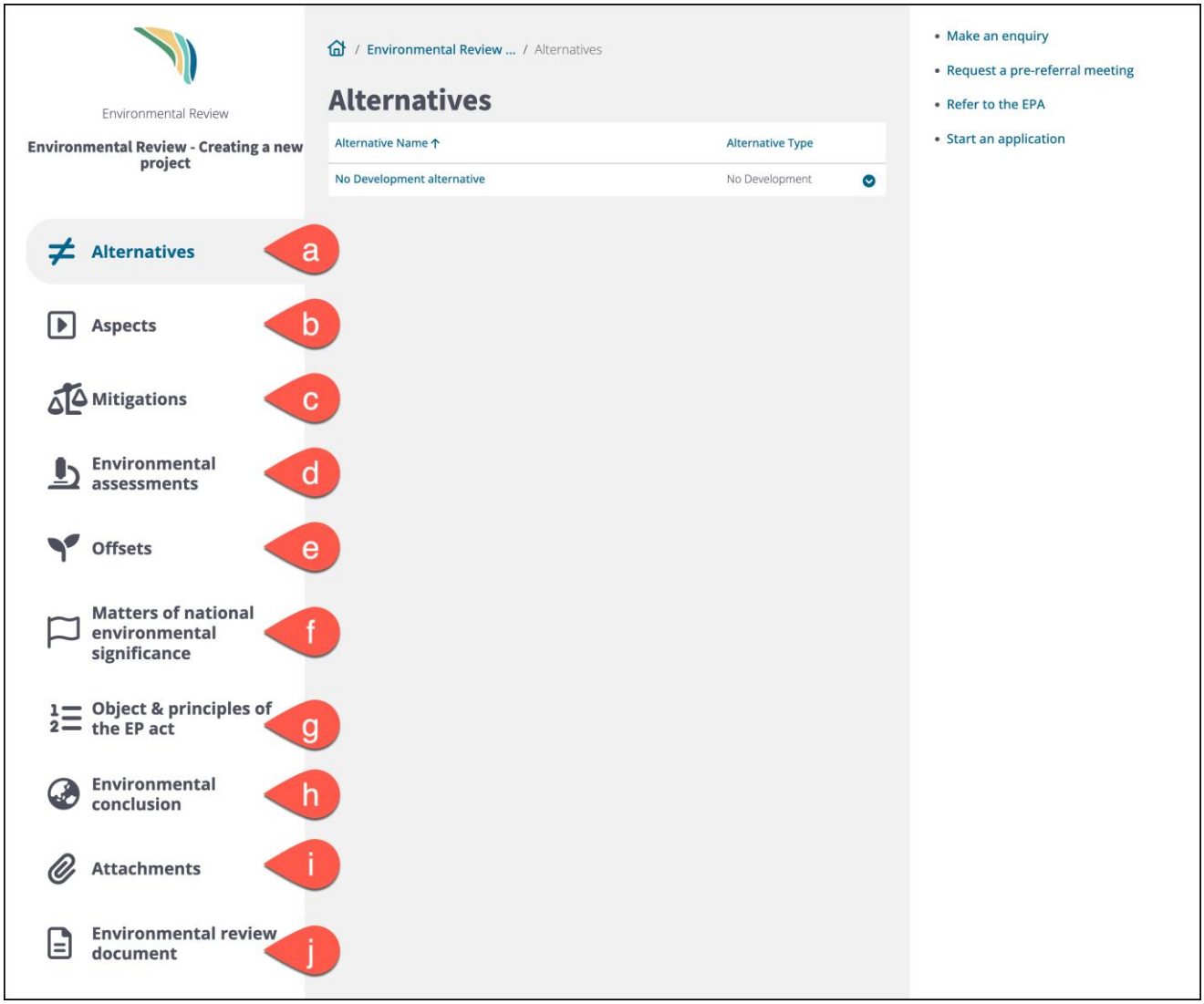


4. Familiarise yourself with the Environmental Review submission form page. Download the required checklist and review the provided instructions, then select **Continue**



5. Review and update the previously submitted content of the ERD, including:
    a. Alternatives
    b. Aspects
    c. Mitigations
    d. Environmental assessments
    e. Offsets
    f. Matters of national environmental significance
    g. Object and principles of the EP act
    h. Environmental conclusion
    i. Attachments
    j. Environmental review document

Note: for a detailed description of each of the above fields please refer to the **Submit an application in Environment Online** reference guide.


Environmental Review
Environmental Review - Creating a new project
Alternatives
Aspects
Mitigations
Environmental assessments
Offsets
Matters of national environmental significance
Object & principles of the EP act
Environmental conclusion
Attachments
Environmental review document
a
b
c
d
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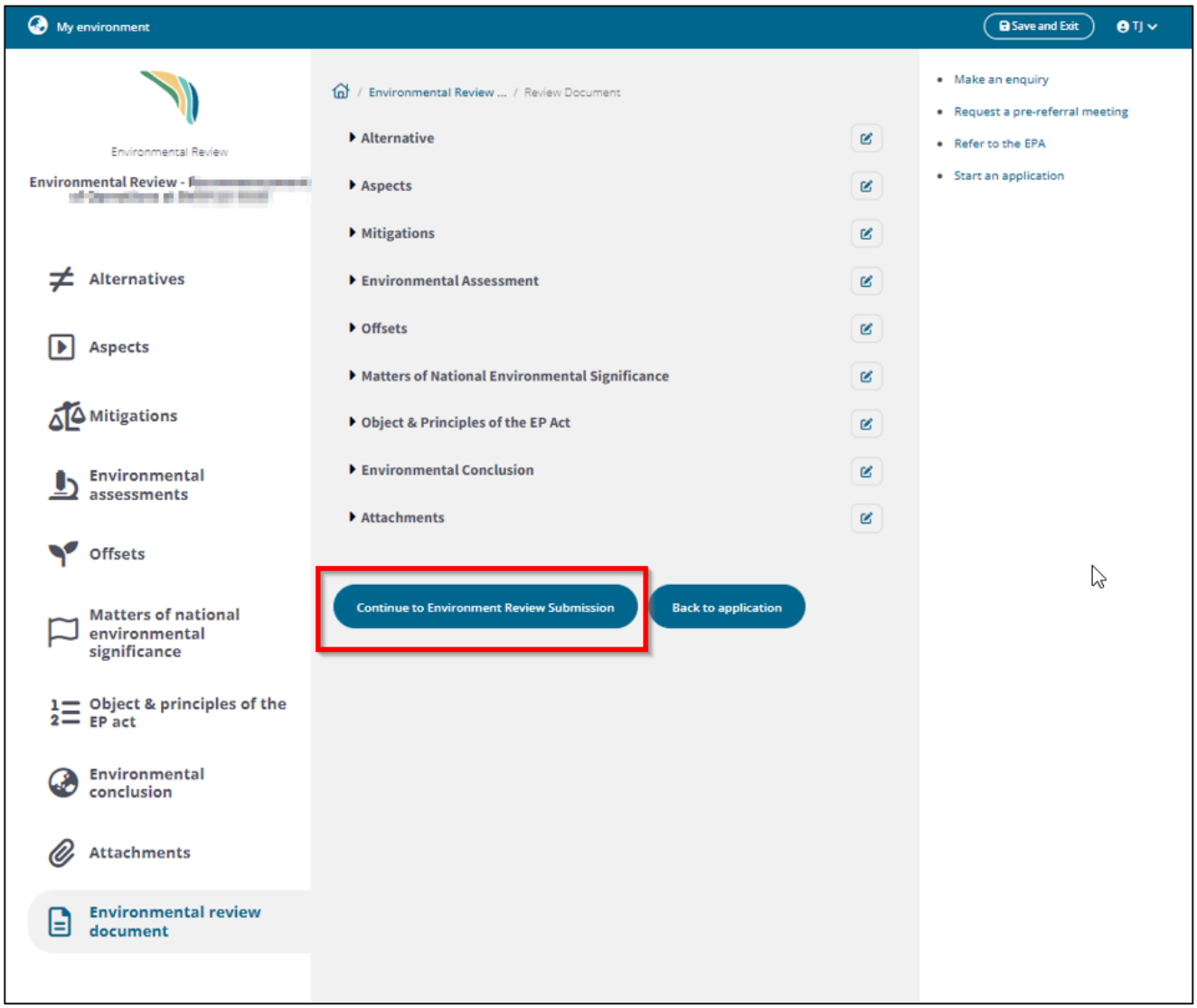
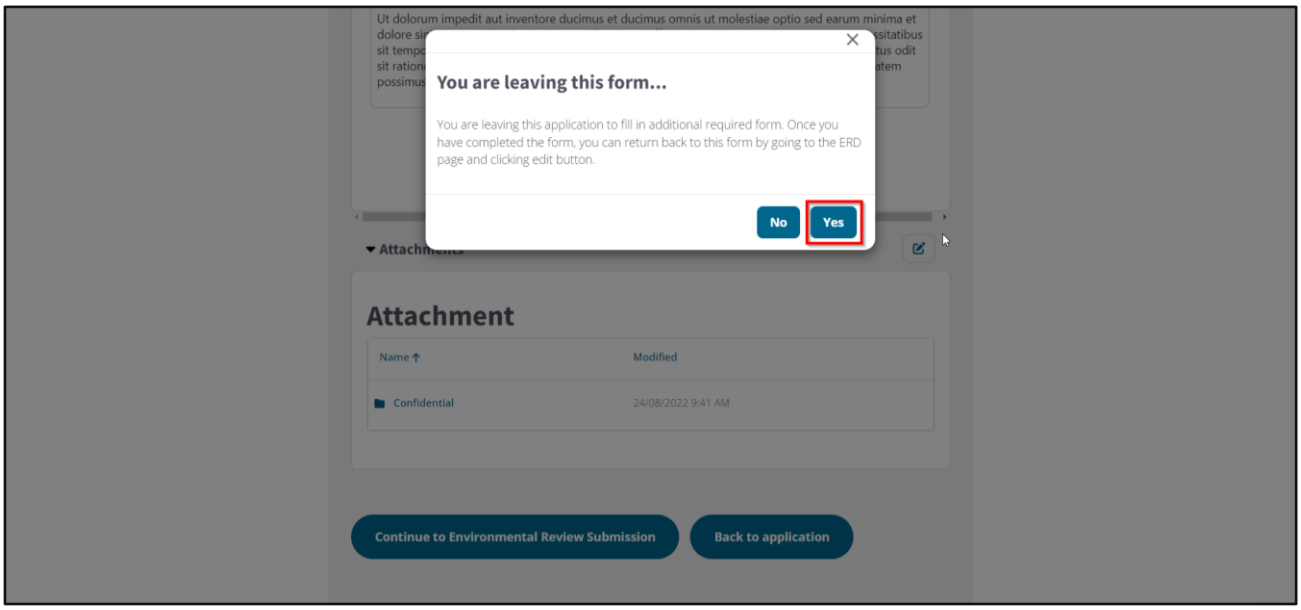
i
j
/ Environmental Review ... / Alternatives
Alternatives
Alternative Name
Alternative Type
No Development alternative
No Development
Make an enquiry
Request a pre-referral meeting
Refer to the EPA
Start an application

6. Select **Continue to Environment Review Submission**

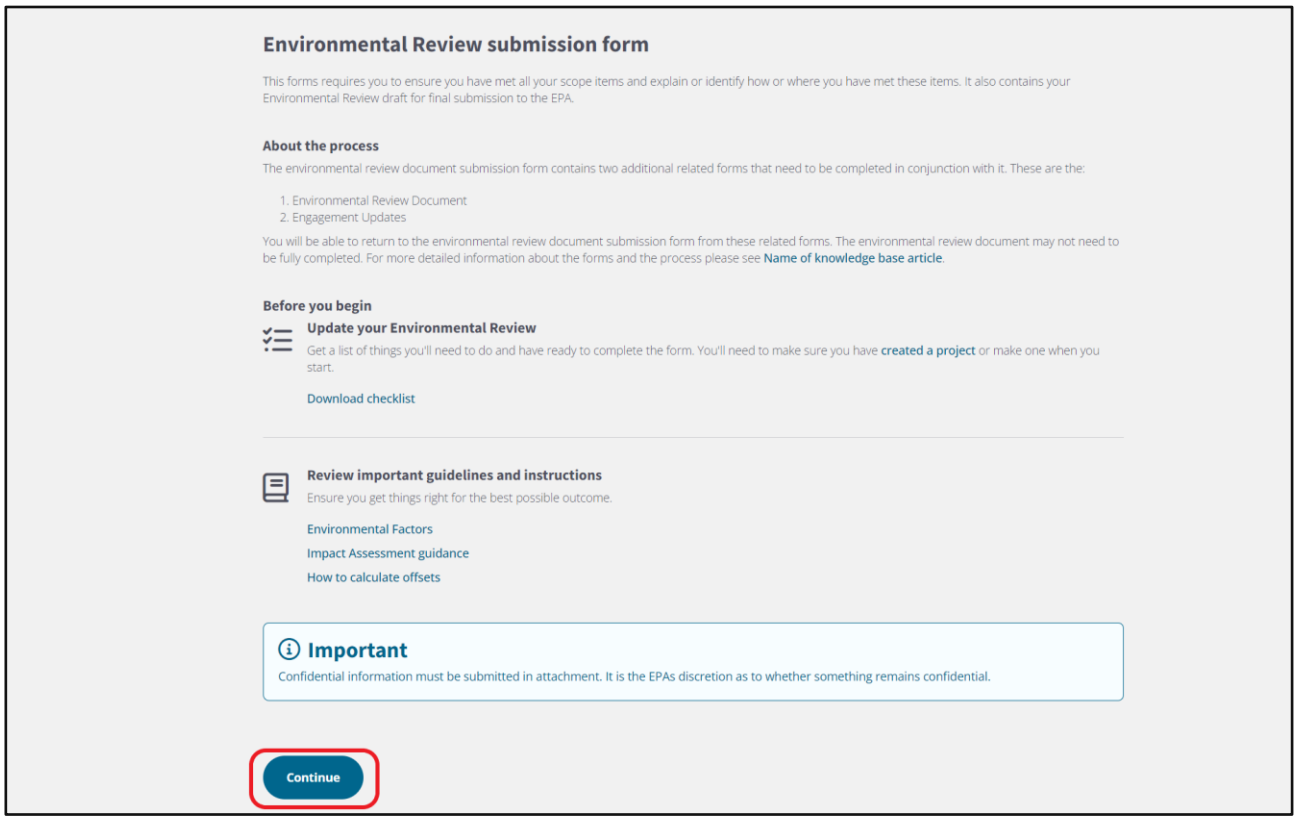


7. Click yes on the pop-up

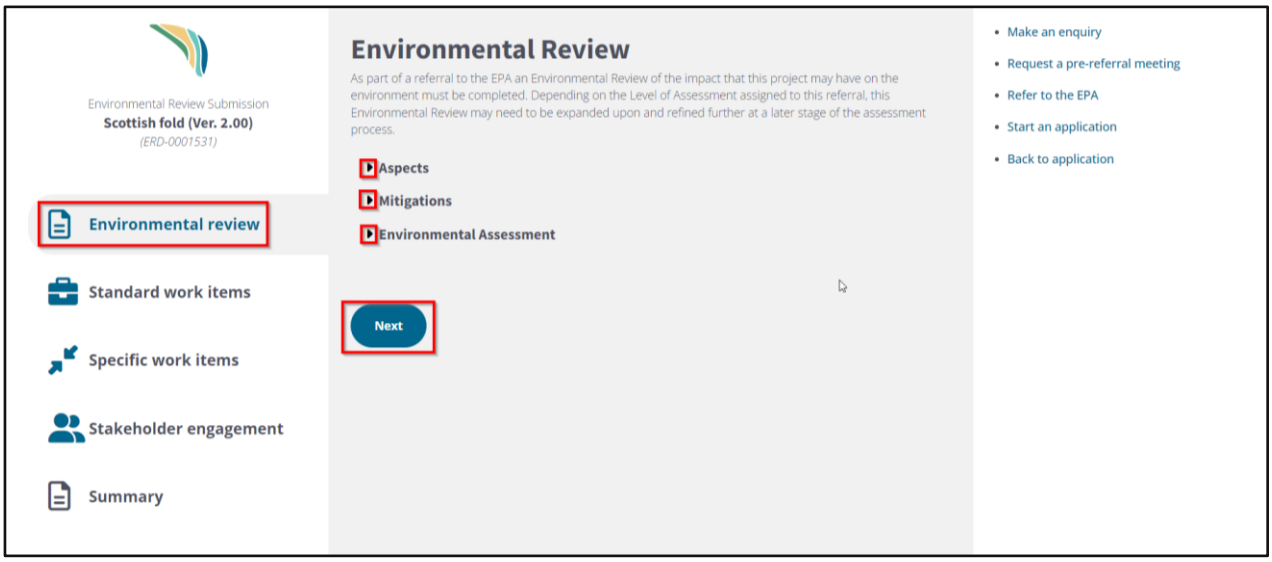
   Note: clicking the pop-up will take you to the next section of the form



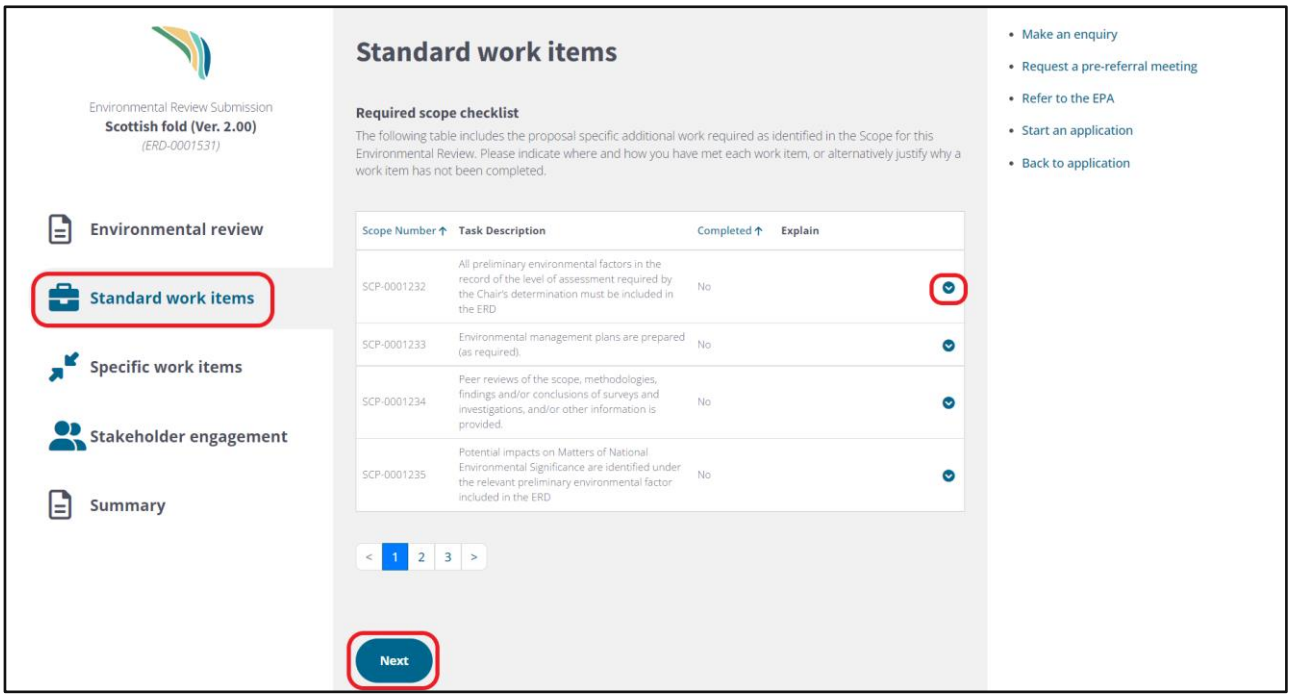
8. Familiarise yourself with the Environmental Review submission form page. Download the required checklist and review the provided instructions, then select **Continue**



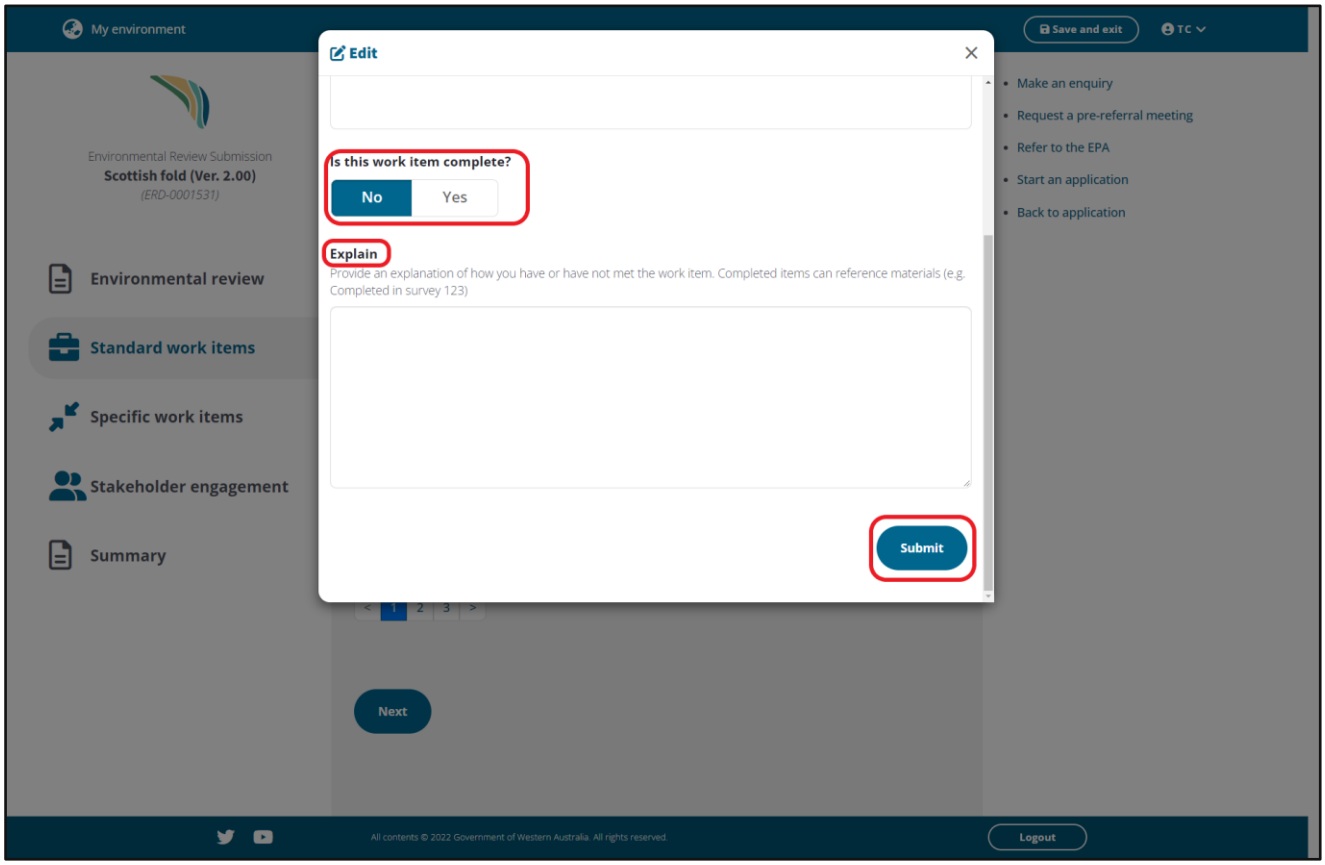
9. Review the summary of the aspects, mitigations and environmental assessments provided. Select **Next**



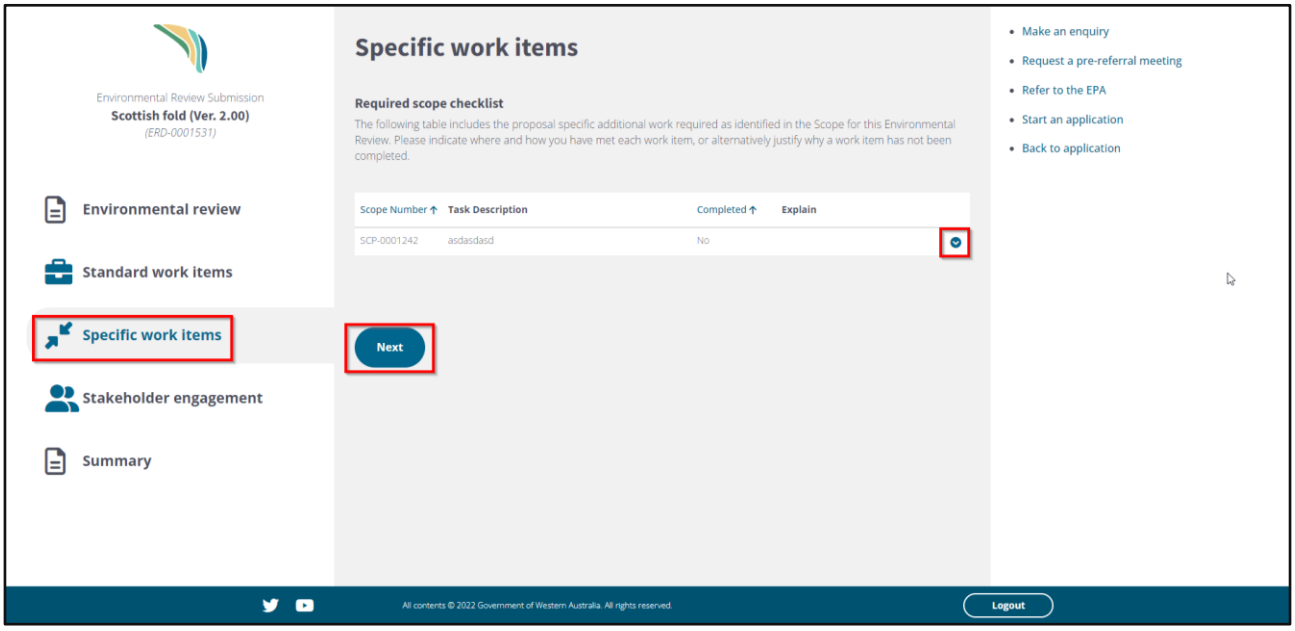
10. Review and edit each of the **standard work items** by selecting the down arrow



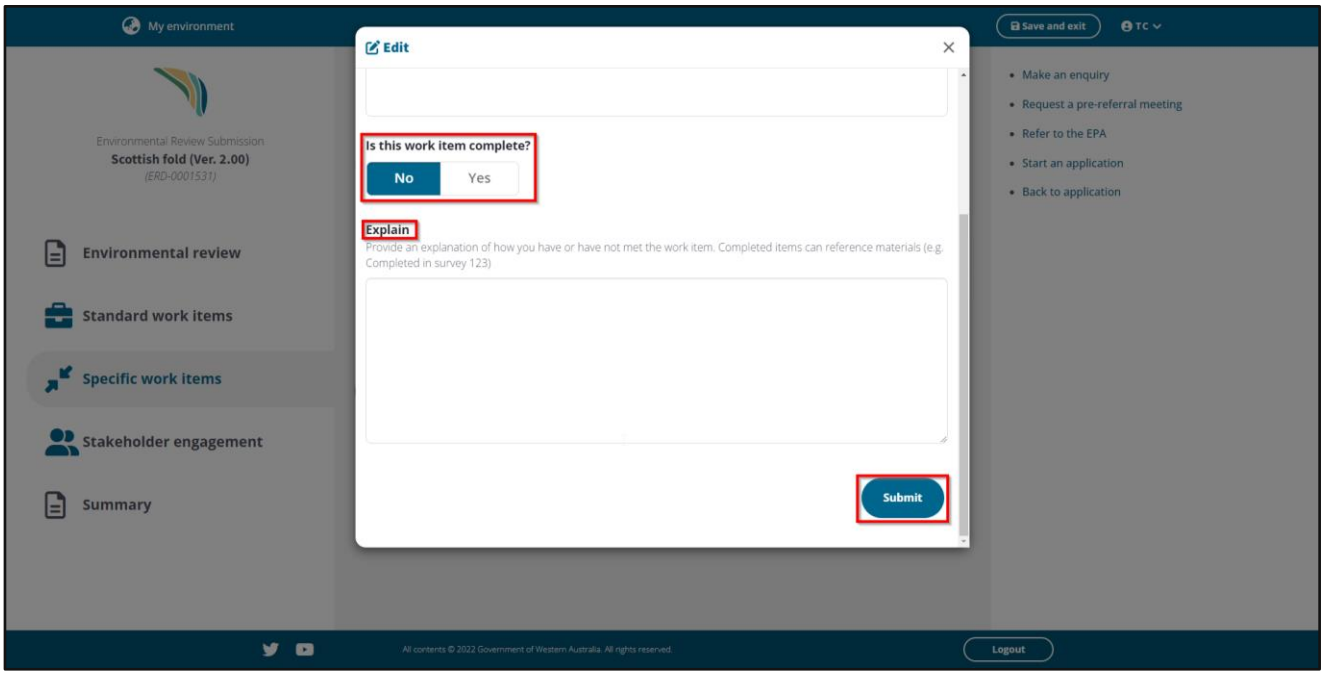
11. Indicate whether the **standard work item** is complete, and then provide an explanation of how the work item has been or has not been met.



12. Once all the **standard work items** have been addressed, click next
13. Review and edit each of the **specific work items** by selecting the down arrow



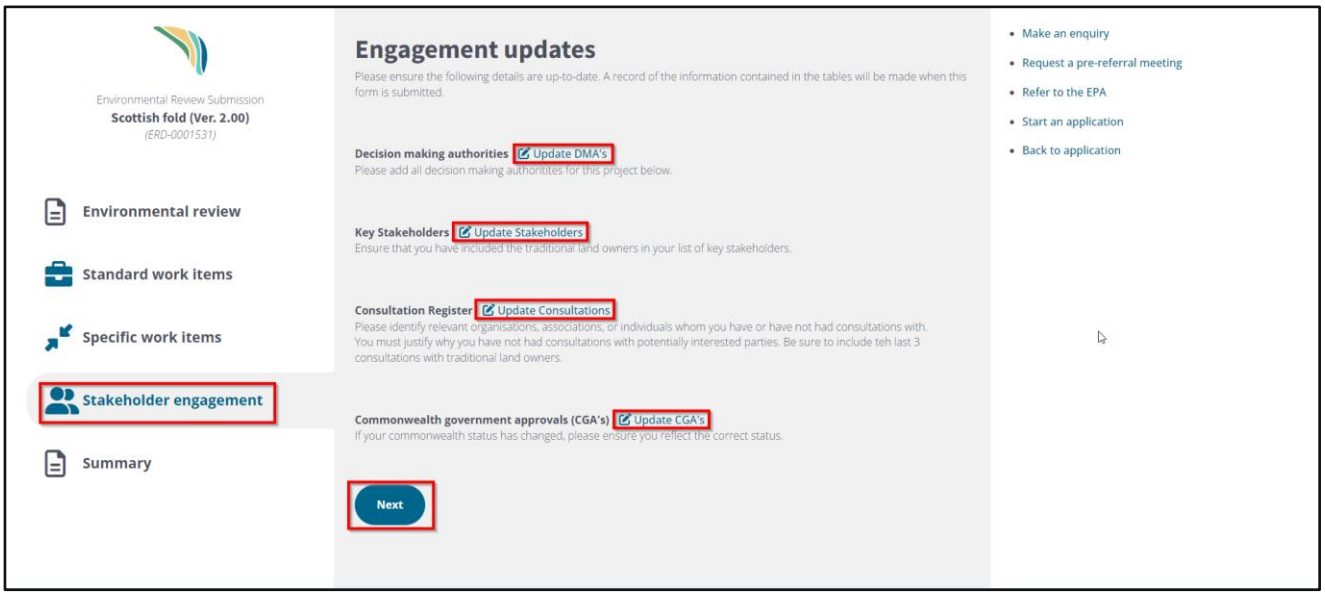
14. Indicate whether the **specific work item** is complete, and then provide an explanation of how the work item has been or has not been met



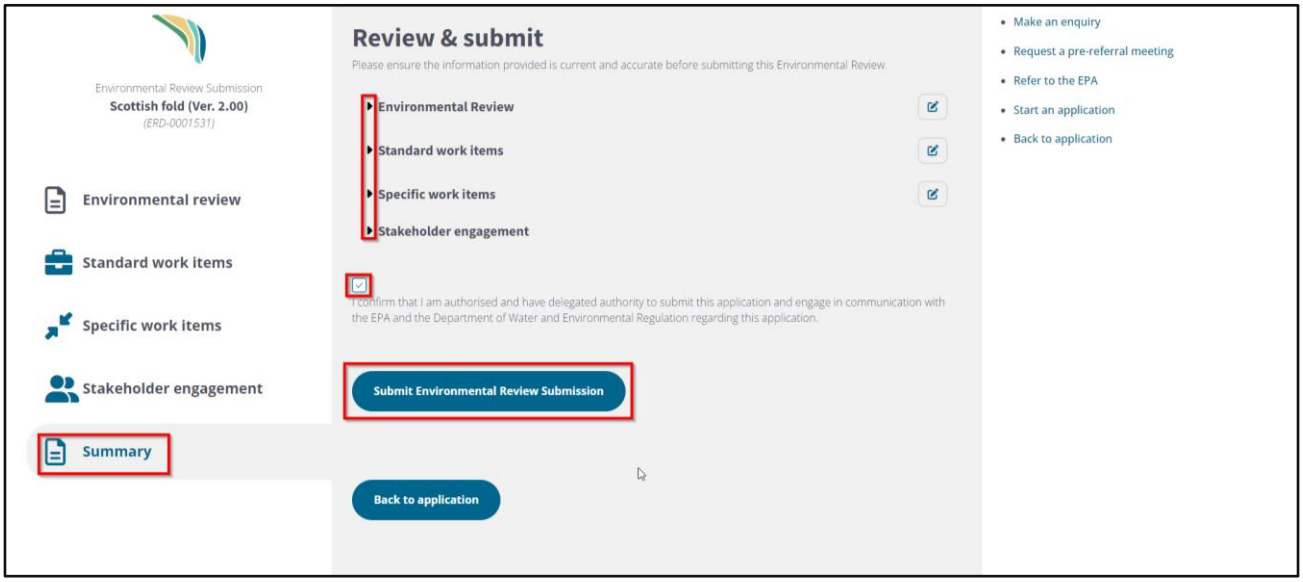
15. Once all the **specific work items** have been addressed, click **next**

16. On the **Stakeholder engagement page** update the following sections, if required:
    a. Decision Making Authorities
    b. Key stakeholders
    c. Consutlation register
    d. Commonwealth government approvals

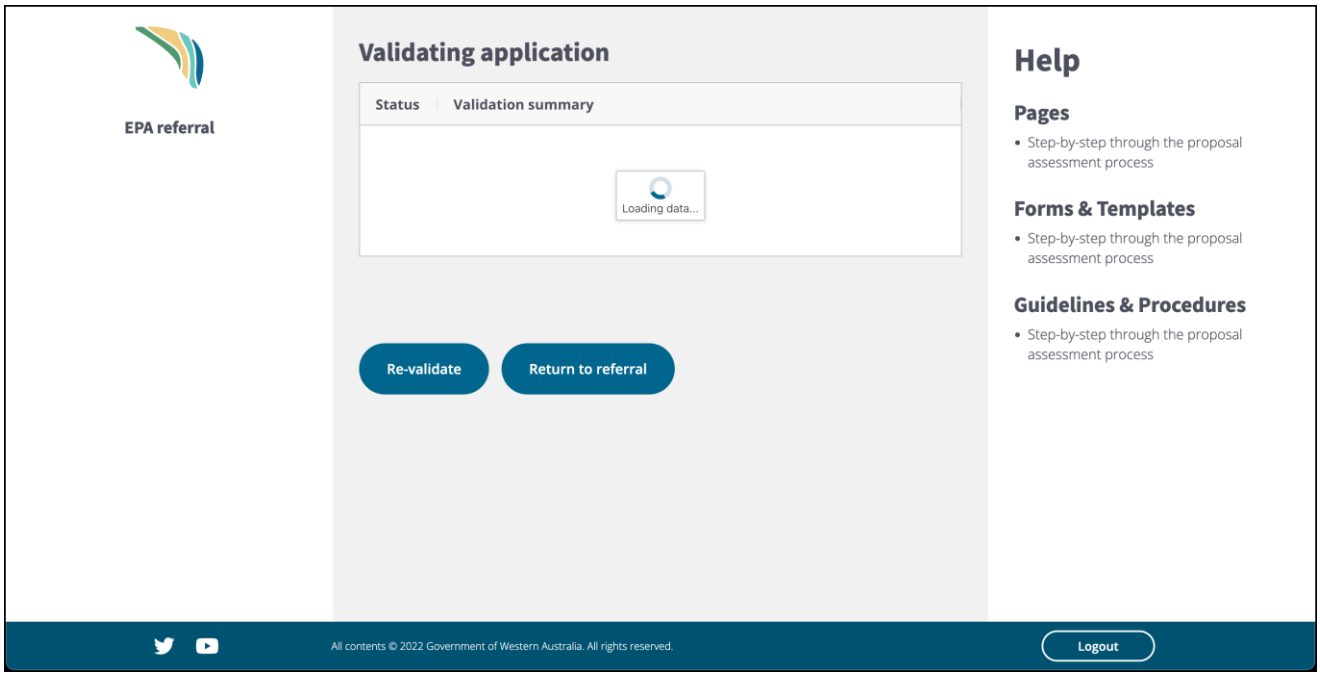
Note: For easy navigation, right-click on each section that needs updating and open the section in a new tab.



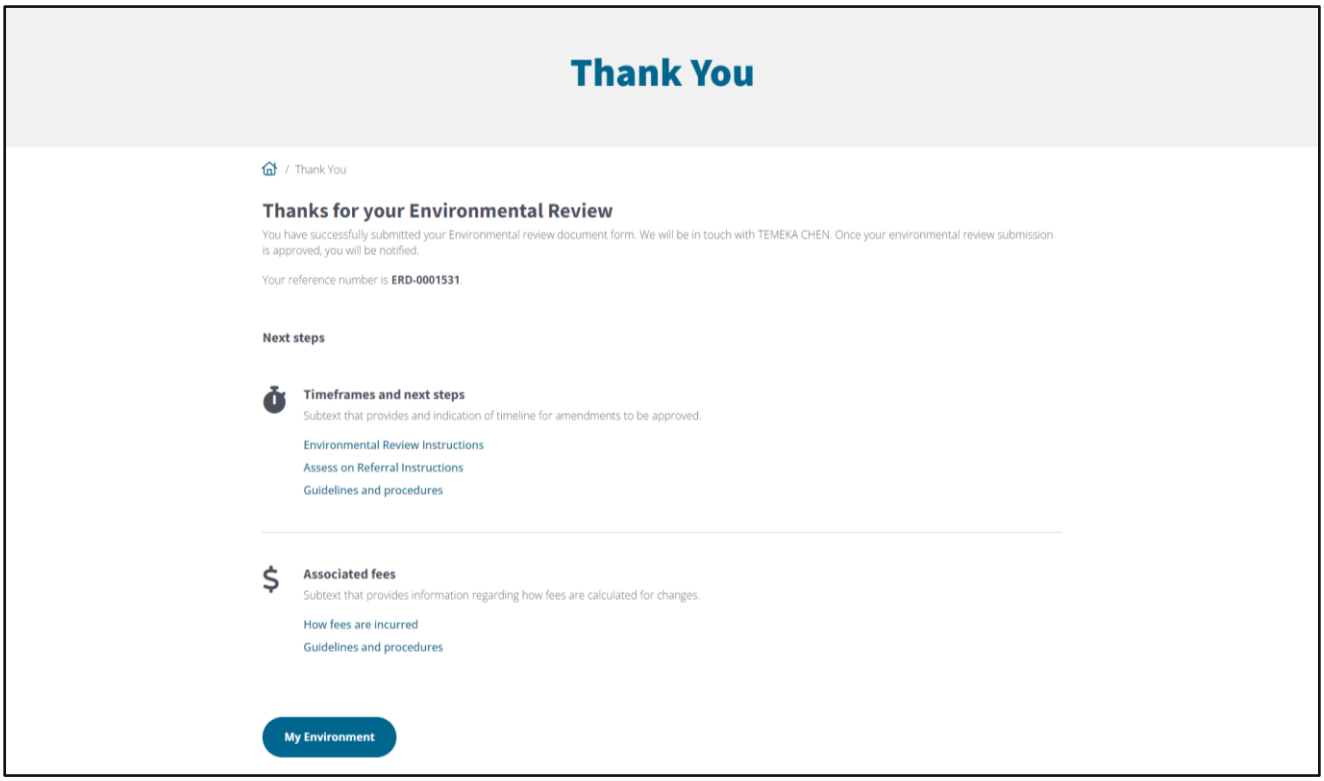
17. Click **next**
18. Review the **summary** of information provided in the **Environmental Review Submission**



19. The application will commence a validation process



20. When your application is successfully validated, it is automatically submitted to the EPA for review.
21. The **Thank You** page will display. Take note of your **reference number**.



22. You will receive an email notification, and the referral can be viewed in your tasks list of My environment.